# Supercomputing Challenge Board of Directors
## Meeting Minutes February 24th, 2014
### Abba Technologies

1. 4:06 PM - **Call to Order**

2. 4:07 PM - **Quorum Achieved; Board Members Present:**

| | | |
|---|---|---|
| Ed Angel | Present | (by phone) |
| Bill Blackler | Present | |
| Bob Bolz | Present | |
| Tom Bowles | Present | (by phone) |
| Scott Chadde | Present | (by phone) |
| Matthew Curry | _____ | (was ill) |
| Ron Davis | Present | (our host) |
| Celia Einhorn | Present | |
| Betsy Frederick | Present | (by phone) |
| Tony Giancola | _____ | |
| David Kratzer | Present | (by phone) |
| Patty Meyer | Present | (by phone) |
| Bob Robey | Present | |
| David Rogers | _____ | |
| Tim Thomas | Present | |
| Teri Roberts | Present | (by phone) |

Others Present: Michalis Faloutsos, Creighton Edington

3. 4:08 PM - **Approval of Agenda**

1. (4:00 pm) Call to Order
2. (5 min) Quorum
3. (5 min) Approval of Agenda
4. (5 min) Approval of Previous Minutes
5. (30 min) Fundraising/Proposal Reports
    1. YCC Proposal -- Bob Bolz
    2. HB 17 -- Bill Blackler
    3. Sugar CRM -- Bob Bolz
6. (15 min) Recent Activity Reports
    1. Evaluation Events -- David Kratzer
7. (5:00 pm 30 min) Upcoming Activity Reports
    1. Sandia/UNM Tours
    2. Expo
    3. STI
8. (30 min) Treasurer's report
    1. Budget

9. (6:00 15 min) Board membership
10. (15 min) Board Document Site -- Teri Roberts
11. (15 min) Open Source Journal

Additions:
       Michalis Faloutsos – inserted before item 5
       Starting internships – added to item 6
       Conflict of Interest – inserted before item 8
       DCAA account – inserted before item 9
       Tom Bowles – also inserted before item 9

Motion to approve Agenda (Bill; Tim seconds) → Unanimous

4. 4:09 PM - **Approval of Previous Minutes**

Motion to approve both previous Minutes (Bob B; seconded by Ron) → Unanimous

4:13 PM - Inserted into Agenda: **Professor Michalis Faloutsos**, new Chair of UNM Computer Science

a) Backgrounder from Celia: Professor Faloutsos is going to give our students five $2K scholarships this year, and he is going to ask other departments in Engineering to consider doing likewise. He is excited to become a part of the Challenge and has some really neat ideas, so she asked him to come to this Board meeting.
b) Michalis said that he would like to see more encouragement at the high school level toward excellence in computing academics.
c) "The money is always a good incentive, but this is not what we are really after."
d) Celia pointed out that the Challenge has been getting good support from UNM; e.g., the UNM tour is coming next weekend.
e) He mentioned the involvement of Associate Professor Jed Crandall and the Challenge's intention to orient next year's Kickoff toward cybersecurity, Jed's area of expertise. Jed offered to go out to Newcomb for mid-term judging, where Joel Castellanos has also been very helpful.
f) Celia asked about further involvement from a new assistant CS professor, Trilce Estrada from Guadalajara.
g) Trilce was a judge last weekend, and she will be available to kids from 1 - 4 PM at the Challenge table at The National Museum of Nuclear Science and History on March 2$^{nd}$. She is interested in making some videos to encourage young women toward STEM / CS. Michalis pointed out that one must be careful with new faculty's time, noting that Jed already has tenure.
h) Michalis also suggested trying to further integrate Challenge efforts with CS4ALL.
i) David and Maureen had given a presentation to the UNM CS Advisory Board; Jeff VanDyke was also present.

j) Michalis is reinvigorating the Advisory Board.  While he doesn't want to push the advisors to become fundraisers, he would like to get people excited enough to start spontaneously providing funding… and encouraging their friends to do so!

k) Bob R. suggested that Michalis himself may want to get involved in the fundraising initiatives.

l) Celia suggested a future brainstorming meeting between Michalis, David K. and other Challenge folks.

5. 4:20 PM - **Fundraising/Proposal Reports**

YCC Proposal:

a) Bob B. summarized the YCC proposal:  essentially, it was a proposal to get funds - ~$3M, with matching from our in-kind - to further develop a new program within the Challenge to educate and train for companies.  The goal is to get more US citizens trained for the high-tech positions being populated by H1-B visa recipients.  A Bridge Program would be the big one we would add: we want to give high school kids career skills in math and programming.

b) The money is from Dept. of Labor, coming from H1-B visa proceeds.

c) It was successfully submitted; we have a grants.gov confirmation number; we've not heard anything back from DOE/DOL, except for one email that Bill will talk about. It's been in their hands for about 30 days.

d) We think we have a 50%/50% chance of getting it.  Startup would be in April, but don't be surprised if we don't hear until then.

e) Tom:  The fact that we have not heard anything does not mean anything, for the usual reasons… we won't hear anything until after a review panel meeting.

f) Bob R. would have liked to have gotten the Board more involved, but we did not initially realize that we could pull off the in-kind, and then we realized that we could, and it became a rush.  It was quite an accomplishment to get in a formal proposal like this; it is typically quite an effort.

g) Thanks to Bob B and Tim T for putting in time; also Tom B and Ed.

HB17:

a) Recall that this was a bill carried by Representatives Carl Trujillo (D, Santa Fe County, district 46) and Kelly Fajardo (R, Valencia County, district 7) to obtain $60K for the Challenge.  They did a great job moving the bill through the processes.

b) Bill and Ed came up with a two-page presentation for the committees, with contributions from many.

c) David K made available a PowerPoint presentation used in previous years' applications for State funding; this was updated.

d) Bill prepared a slide for every State Legislator with a school district that is participating or has participated; something like 26 of 70 House districts and 27 of 42 Senate districts; there are a significant number of districts participating.

e) The bill passed the House Ed. Committee with flying colors; they did not even take it to the full Committee;

f) A subcommittee ran the hearing and approved it. Bill received a call the afternoon it was first supposed to be heard; he rushed to Santa Fe only to find the hearing had been cancelled. In the end, half a dozen people on the committee spoke about the Challenge in glowing terms. Ultimately, the House budget presentation was not accepted; the Senate picked up the House appropriation bill, which was accepted; the House then approved the Senate's version of it. Now it's on to the Governor's desk.

g) Celia: the first committee asked why we were not asking for more money!

h) Bill wrote to Don Tripp, asking how we might best educate the Governor. He suggested a concise presentation/email indicating why the money is important to the State of NM. We could also encourage our schools to send comments. The agencies are typically given 24 hours to respond to bills assigned; then they send comments/recommendations back to the Governor. So sooner is better. Bill and Ed thought to draft something quickly; e.g., "here's what the need is for this type of education in New Mexico, and here's why we think you should support this."

i) Bill: We need to make sure and follow through to utilize the money the way we said we were going use it. (See PowerPoint slides.)

j) Celia: We would like to publicly thank Bill (and his wife) for all the time they put into this!

k) Bob R: Thank you Bill, Ed, Tom, Celia!

SugarCRM – Bob B.

a) Sicorp is supporting the implementation of SugarCRM, an open-source Customer Relationship Management system.

b) This has all started in the last 10 days.

c) We'll put all our associates' contact info into it; e.g., people who volunteer time at the Kickoff, at judging, etc.

d) This tool allows us to store notes and documents; we'll be creating accounts for everyone.

e) It's tunable; e.g., we will be able to add functionality using a 'studio' feature; we may have a small team of 'developers' who will add features / do tuning that will make it more useful to us.

f) Bob R: One of the reasons this is good: during development of the proposal, we made a lot of contacts… high schools, employers, college administrators, etc… a year from now we'll be able to see - e.g., - who we talked to at NTU.

6. 4:41 PM - Recent Activity Reports

   Starting the internships - Bob R

a) Bob R: This was a Board decision taken back in August, which happened to align nicely with what the YCC proposal was asking for.

b) We already know that kids need stronger computer programming skills; we have work to do in teaching students how to write cover letters, resumes, etc. We don't have a formal program for that.

c) Matt Curry has been trying to place some of the Albuquerque students. We may look further afield for students who have not yet been placed.

d) N.B.: The labs can't hire juniors. For LANL, they must live in the region, and they must have at least a 3.5 GPA.

e) We need help opening up a wider range of opportunities; we need a broader range; it's not just the top end; e.g., entry-level positions where they might become programmers.

f) There will be a full report on the internships shortly; he and David and are working this.

g) Michalis: Regarding internships, we are having month meetings with local companies; next one is this coming Wednesday at 5:30 PM at the ArtsBar. He will send some information to Celia. About 40 people per meeting; good cross section of professors, students, media people, etc. They had people looking for jobs and people looking to hire. He would like some members of this Board to attend.

h) Bob R: There are two interesting possibilities here: one is looking for matches for potential student interns… but the other is finding entities who can advise us if we do get to put in place a YCC-like Bridge Program: what training do we need to provide to students? A few years ago, while trying to set up a state-wide AP computer course (which is still in process), we learned that APS cannot find local CS talent to hire; e.g., they contract out (outside NM), e.g., BlackBoard. There are organizations that are not as attractive to CS majors; so we can benefit both sides, finding organizations that can't find talent.

i) Michalis: Yes… companies have complained that they can't find students; students complain that they can't find jobs.

j) Bob R: And you need to attract early if you are going to attract them away from Google… if you wait until they are top talents from CalTech, you've lost them.

1. Evaluation Events - David K

a) He's generally impressed with our students; we've had seven project evals so far; one more left at NMT. He's assuming Scott has enough judges. The schedule is going to be shorter than what is on the web site.

b) 100 teams were involved before the evaluations (that's how many interim reports) – Celia gets a gold star for getting them reviewed! Good job keeping up with all that.

c) Bob R: Remember to try to stay engaged with the teams, because they get discouraged at this point in the year. This is 'normal science'; i.e., not the kind of thing you can take home and finish in one evening. This is an important aspect of our experience for the kids: this is how real-world projects work! Maybe encourage them to turn it into a two-year project. It can become a lifetime project; **Erika Debenedictis** is still pushing her project – see her Ted Talk!

d) Celia: Grit and persistence is a hard thing to teach

e) David: Encourage them to start working on their final report right now!

Other recent activities:

a) David K: Several people were involved with the hour of code in Los Alamos. Students got a taste of programming.
b) Michalis: We already mentioned last Friday's UNM CS Advisory Board meeting and the Challenge presentation there.
c) Bob R: What about Google Rise? Celia: we didn't get it; nobody in NM got it.
d) Bill: Wasn't there some possibility to apply for more funding from LANL come February? David: Yes; have not approached them yet. Such money will be for the current calendar year.
e) Celia: We are part of a huge ($5M) STEM bill for professional development from the math and science partnership... Kurt Steinhaus is pushing this.


7. 4:55 PM - **Upcoming Activity Reports**

   1. Sandia/UNM Tours

a) We're not quite all set yet; 30 people on SNL, 20-25 on UNM. Celia's been working hard to get students to arrive on Sunday to go to the Museum for the teacher-scientist activity.
b) There is a RoboRave Rally in Espanola coming up this Sunday.
c) Thursday: David will be at *Expanding Your Horizons* in Santa Fe.
d) On March 10 and 11 in Mountain View, CA, David will be at an Educational Competition conference; the theme is 'It takes a village'.
e) What we'll see at SNL…robotics range, etc. – much the same as last year.
f) Betsy: we have a really good lineup from UNM… the kids won't be able to go 5 minutes without hearing about computing.
g) Michalis provides the Pizza. Joel gets excited and sacrifices his Sunday mornings. Thank you to both of them!

   2. Expo

a) David: We're looking at 90 teams instead of the usual 65… and the library is under construction! We may have to put up the posters somewhere else.
b) For the award ceremony, we'll also have to change churches if we get any bigger. (Crossroads holds 450; there's another one that holds 350.)
c) Shaun will be the MC again.
d) We should ask for Rep. Don Tripp to invite the Governor; we should have the press there, etc. We could have her hand out $1^{st}$, $2^{nd}$, and $3^{rd}$ place awards (she is not going to be able to hang around for any extended period.)
e) Though we don't have keynotes at Awards, we do have them in the fall at Kickoff… and Michalis had some good suggestions:
f) Jared Tarbell; Shaun McCracken, who contributed to Google Glasses.

g) David suggested a connection to NM Women in Technology, but Celia pointed out that they already had their celebration this year, and Bob R. pointed out that we don't generally have a lot of extra time available in the ceremony anyway; again, a connection to the Kickoff and/or the UNM tour might be better.

3. STI

a) Celia: we're looking for a conference call with Irene. Wrote her this week.
b) Plan is to have CS4ALL one or two weeks before our STI, so they can participate in both. If we get money from the State, ours may be able to be two weeks. CS4ALL goes for a week.
c) Bill: If money comes from GUTS, Irene has put in some money in for a two-week STI.
d) Bob R: So, events in the next two weeks will have a large impact on the STI.
e) Celia: a few people have asked, but we should start to advertise.

Reminder: Expo on Monday April 21, award ceremony Tuesday April 22.

5:09 PM – Inserted into Agenda: **Conflict of Interest** – Bob R. (Michalis had to leave just prior to this)

a) Before we have votes or discussion of items where someone has a non-disclosed conflict of interest, they need to make the conflict of interest known before the discussion or vote;
b) We can't take money - specifically, anything over $50 - from our clients if it might influence a vote;
c) Bob will send that out separately; the document will also be provided to Teri for her web site. We want to populate that site as thoroughly as possible for the benefit of Board members.

8. 5:11 PM - **Treasurer's report**

a) The first part of this section refers to and extracts a few details from Bill's email to the Board of Feb 24, 2014.
b) Partially quoting that Email: "Attached are the financial statements for FY13 thru December 31, 2013 and my observations about our financial status … There are some minor corrections that need to be made in the way income and expenses are categorized, but the total income and expense figures is believed to be accurate."
c) Note that in the attached 'Profit & Loss Budget vs. Actual' report (pdf), details concerning 'Awards Day' were **accidentally duplicated**, appearing on both pages 7 and 8.
d) Also note a **typo** in the attached 'Treasurer's Report 2.24.14' (docks): in the 'Bank balances' section, the 'December 31, 2014' column should have been labeled 'December 31, 2013'.
e) Two further quotes from that Report…

f) "In fiscal year 2013, through the end of December we have received $111,109.21 in income and spent $155,536.25, a loss of $44,127.04. Expenses included $33,750 in scholarships for which funds were received in FY2012."

g) "Bank balances:

| | September 30, 2013 | December 31, 2013 | February 23, 2014 |
|---|---|---|---|
| Checking | $69,496.17 | $50,687.03 | $33,041.70 |
| Savings | $73,980.39 | $74,002.76 | $74,010.30 |
| Total | $143,476.56 | $124,689.79 | $107,052.00" |

h) Conclusions: We knew going in that we were going to cut down on our reserves, and that indeed happened. "We should be able to finish out the year OK, even if we don't get any more funding from LANL."

i) Bob R: we are pretty much where we thought we'd be. We've got irons in the fire that will get us off and running for next year.

1. Budget

j) Bill: UNM/SNL Tour funds from Lockheed Martin already included in the $111K that we're showing as revenue. While we say we've spent $44K more than we've received; $33K is scholarships; the other $11K are things like how we assign the money from Lockheed Martin.

k) Bob R: During the writing of the YCC proposal, we attacked this budget issue. It is clear that we need to report our in-kind. After this meeting, each of you will be asked to report in-kind at a (consult) default rate of $30/hour.

l) Travel expenses: we get $10K from Sandia, and it mostly covers the tour (there are also about $1500 of cash expenses)… but if we count our staff time, we probably spend most of that $10K – we are just not accounting for it with our in-kind.

m) Bill and Betsy: even if we don't get the grant, we need to look at all our activities, so that we have a handbook of events to which we can assign staff time. So we really need some things written down; auditors are going to want to see that.

n) Bob R and Celia have been working on a timesheet that aligns expenses with the 'product'. It's not just 'office time'… they are looking at how it plays against the value that is delivered. If one thinks of our program as a four-credit-hour course – say 4 credit hours - 300 students getting 4 credit hours is a lot of credit hours. We want our expenses to be aligned with that. We have two major products: the kids, and STI. We want to properly account what it costs us to deliver each of these. This helps us gauge whether we are delivering a product at a reasonable cost.

o) As we do our budget and expense reports… that becomes our 'proposal'. Auditor will see how we spent our time. We don't want to spend 90% of our money getting more money; we want to show what actual value we produce.

p) We have to think about how to organize the expense report and the budgets. Writing the proposal has helped us advance this.

**5:26 PM -** Inserted into Agenda:  **DCAA discussion**:

a) Ron Davis explained that Abba does not do DCAA (Defense Contract Audit Agency) accounting; as a small business, they fall under a different category, the SBA (Small Business Administration.)  Abba is except because a lot of what they do is 'commercial-bound', except for a couple of contracts; things like GSA labor.  One doesn't have to have a 'special' accounting system; one just needs to have a system that info can be pulled from; forms are online, and they show what's allowed and disallowed.  (Their accounting is done with an old Sun program called 'Mas200'.)

b) Bill contacted the person that JD had suggested.  Based on the fact that we're using QuickBooks, it will cost us about $3500 for this person to help us set up the procedures.

c) He had also called the SBA to see if there was anyone they could match to the Challenge for help, but this produced nothing.

d) He then tried the small business center at CNM, but this required an appointment… but they did recommended that he contact SCORE, the Service Core of Retired Executives.  They identified a person with Applied Research Associates who is into contract management.  He is waiting for a call back from this person.  If they can help us get started, perhaps the costs can come down to $2500… anything they can help us with initially can help us save money down the road.

e) Bob R: The SCORE program is a bunch of retired business execs, many from the defense sector.  They can be really helpful.  Anyone with ARA (Applied Research Associates) would be exceptional.  They do a lot of government work.

f) It occurred to Bill that he can also ask them if they have any connections to internships!


5:30 PM - Inserted into Agenda:  **Tom Bowles: more ideas for resources / the business plan**

a) Tom wanted to come back before too long and revisit what we want to do this coming year with the business plan.  He briefly recalled the nine action items of the **tactical action plan** he had sent, adding some commentary:

(1) Become a prime contractor for Federal funding.

(2) Meet with representative and the congressional delegations; we should do that this spring.  Tom knows most of them personally and can help set up meetings.

(3) Get support for funding for FY15 → Done!

(4) Provide value back to partners through internships.

(5) Provide value back to partners through a more limited program; need to come back to both these items this summer.

(6) Performance measures:  there is a lot of information that's been generated by the grant-writing process; need to continue to push… Bob R was talking about documenting costs, overhead, value-add, etc.

(7) Implement effective communications and marketing program; we've made progress but have a way to go; e.g., the style of the web site is not really 'business'-oriented in the sense that we need.

(8) Expand the program to a regional / southwestern scale, eventually going nation-wide.  If we get in some of the funding that we've requested, we should be able to do a

wider-scale program within the State, but at some point we need to decide what next stage to go to… multi-state, etc.  We need to make a conscious decision.

b) Overall, Tom would give issue a 'B' on these efforts.  Once we get through the program for this year and are between the awards and the fall startup, we should have a meeting dedicated to the above items.

c) Bob B:  can we somehow use the supercomputing.com site as our marketing web site?  If we know of another organization that we think has a great web site, let's get and share that information to make ours mimic theirs.

d) Patty and Celia visited EPSCoR's graphic/web designer, Natalie Willoughby; she taught them how to use Mailchimp… take a look at their web site. (Mailchimp is available to us via JD's open-source provisions.)

e) Tom:  anything you can do to make the web site more personal, social media-oriented… testimonials, etc.

f) Patty suggested looked at the CS4ALL web site.

g) Ron:  Back to the DCAA discussion for a moment… he just spoke with Abba's VP/CEO, Judie Youngman, who used to handle regulations for NMT.  [The remainder of his accounting-related comments - useful info - was added back into the DCAA discussion, above.]

h) Bill:  We are talking about procedures, not accounting.

i) Ron:  That's right; the most important thing is to be able to retrieve information.  Judie is available if you'd like to talk to her offline.

j) Bob R:  You have to separate the allowable from non-allowable and be able to track against policy.  It's a little hard to set up if you're new to it.  If we get the YCC, we're going have to get this in place quite fast.  One of the aspects of the proposal was to bring in a bookkeeper on day one… so if there are people we know of, we should get those names.  The highest priority is to get the in-kind tracking in place; that might also be the toughest bookkeeping challenge.  We have to be organized; e.g., we could hand out forms right at an event:  "thank you, here's a slip to submit".  If they don't turn it in, we must follow up.

k) Bob B:  We *will* be audited.

l) Bob R:  We also added another person - the Program Coordinator, one who would write proposals.  We have to write proposals every six months to two years.

m) Celia and Tom:  This is part of the performance measures.

9.  5:45 PM - **Board membership**

a) Bob B:  do we want to invite Michalis or a UNM CS representative onto the Board?

b) David:  What about someone from Workforce Development?

c) Bob R said he'd asked someone from both WD and PED; he will continue to push on this.  He would like them to come, see what's involved and make an informed decision.

d) Celia:  Creighton, thanks for coming, and considering being the teacher representative.

e) Bob R: But recall that their schedules (unavailability) can interfere with establishment of a quorum.

f) At Bob R.'s request: **Motion** (Tim; Rob B seconded) to allow Michalis to see the YCC proposal → **Unanimous**.

g) Bob R suggested that we invite Michalis to the next meeting.

h) Concerning the upcoming ART BAR event at 119 Gold (2$^{nd}$ and Gold): Tim will go for a little while (5:30 to 6:14).

i) Tom: Have we considered Nicole Vogt from NMSU? She teaches astrophysics with a computational component; NMSU senior faculty are wanting to use it as a model.

j) **Motion** (Tom B.; Tim seconded) to contact Nicole → **Unanimous**.

k) Celia: Note that 25% of our students are from the Las Cruces area – thanks to Betsy and Creighton.


10. 5:55 PM - **Board Document Site** -- Teri Roberts

a) Teri is setting up a Git repository. It is 'public', but she and Bob R are the only ones who can access it right now.

b) She needs to some content to play with and start organizing. Normally, she organizes (e.g. IEEE) by calendar year; could do it by FY. She would like to have a collection of documents that were used during such a time period. Some financial, some non-financial; e.g., events, marketing, promotions, schedules. Once she gets a feel for the categories, she suggests we might obtain a content management system as a front end. This would give Board Members access; e.g., the view mechanism would categorize everything.

c) She thought she'd start with David's KO, expo, etc. non-financial items. Then, Bill and Betsy could provide copies of past reports, excel spreadsheets, etc. She wants to study how to present these items, to start to design the front end, massaging the data into reasonable views.

d) When audits come, we can construct particular views they would need from the financials part of the repository.

e) Bill has some 990 forms that might be useful. We don't necessarily want to identify specific people who contribute money, but we could establish categories (e.g., 'small business'). Bill will also send stuff he assembled for the State Attorney General.

f) Bob B: We could have public and private interfaces.

g) Teri: We do need to have segregation.

h) Bob R would like to be a little careful about what gets put out there; he likes focus on Board and marketing; e.g., David has a beautiful participation numbers spreadsheet.

i) Please send her the documents; suggestions, etc. Anything you send needs to be OK for public domain.

j) Bob B: The web site we have currently would be one thing; the .com site would be segregated so that the Board could look at everything, but some subset of that will be publicly visible.

k) The Minutes have been of 'mixed content' and would need to be edited down; e.g., if we mention someone's name, we may have to get permission before we can allow it to be public. But we do want to have the detailed record for ourselves.

l) Bob R:  the Minutes that Tim has been producing could be considered 'raw draft' content.
m) Teri:  For that, one needs an outline:  our meetings follow an order; we discuss this first, this second, etc.  That's what could be released to the public.
n) **Action item**:  continue to get documents to Terry.
o) Bob R:  Also, we need to update the Board Members list.


11.  6:12 PM - **Open Source Journal**

a) Bob R:  We've been taking about getting our students published.  We could use open source journal publishing software instead of printing the bound document.  We could do it as a high-school level publication.  We could walk them through the process; they would see what it's like to publish.
b) There are about a dozen of these things; e.g., Google open source journal software. Everything is done online; cite, submit, etc.
c) We must of course keep in mind that some projects may not be publication-ready.  We should talk to the judges.
d) All agreed that there may need to be an editorial review board, to maintain some level of quality control.  Perhaps involve previous year's students who won awards.  It's a training process and way to stay in touch with past students.  It would have to be moderated, so that it doesn't become too much extra work for them.
e) Creighton:  it's a challenge at the end of the year, esp. seniors with senioritis.  That said, publishing/writing is a skill that's in demand; they will be able to start off at a higher level; it will look good on a resume.
f) There's also a connection with the internships; this is one of the skillsets employers are looking for.
g) Celia:  Kathy Pallis and Sue King could participate.   She'll ask.


6:30 PM - Adjourn

**Motion** to adjourn (Tim; Bob R. seconded) → **unanimous**.


**We thank Abba and Ron Davis for kindly hosting us!**

Respectfully submitted to the Board,
T.L. Thomas, Secretary